



INTERAGENCY AGREEMENT
Between
WASHINGTON STATE PARKS AND RECREATION COMMISSION
And
WASHINGTON STATE DEPARTMENT OF HEALTH



AGREEMENT# IA 507-096

THIS AGREEMENT is made and entered into by and between the Washington State Parks and Recreation Commission, hereinafter referred to as "PARKS," and the Washington State Department of Health hereinafter referred to as "DOH".

IT IS THE PURPOSE OF THIS AGREEMENT to provide the professional expertise that does not exist within the limited staff availability of PARKS and that the DOH can perform on a mutually beneficial basis.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK

The DOH shall furnish the necessary personnel, equipment, material, and/or services and otherwise do all things necessary for or incidental to the performance of the work set forth in **Exhibit "A"** attached hereto and incorporated herein.

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on the date signed by PARKS, and be completed on June 30, 2008, unless terminated sooner as provided herein. Unless otherwise amended in writing, this agreement shall automatically terminate on June 30, 2007, due to the end of biennial funding by the legislature. If adequate funding is established for the project into the next biennium, this agreement will continue in full force and effect until June 30, 2008, without interruption.

PAYMENT

Parks will compensate the DOH for the work provided by the "2 Year Project Environmental Engineer 3", in accordance with this agreement. Payment for satisfactory performance of the work shall not exceed the actual salary and benefit costs unless the parties mutually agree to a higher amount prior to the commencement of any work.

BILLING PROCEDURE

The DOH shall submit invoices no more often than monthly. Payment to the DOH for approved and completed work will be made by warrant or account transfer by PARKS within 30 days of receipt of the invoice. Upon expiration of the contract, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

RECORDS MAINTENANCE

The parties to this contract shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the STATE. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

AGREEMENT ALTERATIONS AND AMENDMENTS

This agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

TERMINATION

Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

GOVERNANCE

This contract is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. applicable state and federal statutes and rules;
- b. statement of work; and
- c. any other provisions of the agreement, including materials incorporated by reference.

ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

WAIVER

A failure by either party to exercise its rights under this agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

PROJECT MANAGEMENT

The project representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Project Representative for DOH is: Brad Avy, Supervisor, Wastewater Management Section, Office of Environmental Health and Safety, (360) 236-3040.

The Project Representative for PARKS is: Terri Heikkila, Clean Water Initiative Program Manager, (360) 902-8640

IN WITNESS WHEREOF, the parties have executed this Agreement.

**Washington State Parks and
Recreation Commission**

By: _____

Title: Assistant Director, WSPRC

Date: _____

**Washington State
Department of Health**

By: _____

Title: _____

Date: _____

Approved As To Form:
Mark Schumock
Asst. Attorney General
02/20/05

Exhibit “A”

Scope of Work

SCOPE OF WORK

The 2006 legislature provided funding to upgrade sewage and storm water systems serving Parks’ facilities in the Puget Sound and Hood Canal areas. This funding is allocated for improvements that will improve the quality of water in the adjacent bodies of water. Funding is appropriated in four separate 2006 supplemental Budget sections: Dept of Ecology (DOE), Section 131.9 (\$3.5 million), State Parks (Parks), Section 148 (\$500,000), Section 151 (\$5.92 million), and Section 152 (\$7.375 Million). These projects must be completed within the next two years. The projects must meet current standards, and many must be approved by the Department of Health (DOH) prior to construction. It is the intent of all state agencies, that all these projects are properly sited, designed, constructed, operated, and maintained.

To accomplish this goal, DOH agrees to:

- Provide ongoing support, technical assistance, and to the greatest extent possible, prompt review of all Large Onsite Sewage System (LOSS) projects upon submittal.
- Allocate sufficient resources, at least one FTE, for the purpose of providing related support, technical assistance, and timely review of Parks’ LOSS projects.
- Waive plan review fees for the referenced Parks’ LOSS projects.

To accomplish this goal, Parks agrees to:

- Fund one full-time two-year project engineering position (Environmental Engineer 3 – range 65). The engineer will report to DOH, will be based in Western Washington, and will perform general engineering duties for the LOSS Program.
- To provide internal staff or contracts with qualified professionals for all services necessary to comply with DOH requirements.

DOH will specifically provide the following services to Parks related to the currently funded Clean Water Projects:

1. **Inspections:** conduct pre-site (soils), final construction, and other related inspections as needed.
2. **Plan Review/Approval:** review Parks’ submitted plans, specifications and other engineering documents, issue comments/approval letters, etc.
3. **Technical Assistance:** participate in direct meetings, written or verbal correspondence with consulting engineers, DOH, Parks personnel, etc.

- 4. Interagency Coordination:** attend meetings, provide status reports, and respond to inquiries from Parks, Puget Sound Action Team, Ecology, Office of Financial Management (OFM), State Legislature, LHJs, etc.
- 5. Operating Permits:** issue and track operating permits, maintenance reports, and related documents for completed Parks systems.
- 6. Other Support Activities as Needed:** (possible examples include but not limited to)
 - Develop a standardized LOSS project application (to facilitate prompt project review)
 - Coordinate with Parks on prioritizing and phasing projects to evenly spread workload and facilitate prompt engineering reviews
 - Develop list of standard DOH-required specifications to be included in design and bidding documents
 - Develop "generic" O&M Manual to be adapted for specific projects by consulting engineers
 - Assist Parks in developing an adequate O&M program

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END SCOPE OF WORK